

Instructions for completing form (CD 520).

Important – Please Read. A corporation may dissolve by filing articles of dissolution. Dissolution is a complex process. Filers are **strongly urged** to obtain professional legal, tax and or business advice to assure filers goals and intentions are met, that requirements of the law are satisfied, and that the members, officers and directors are protected even after the dissolution. Use of this form is optional. Form CD 520 is not intended to replace competent legal counsel. Secretary of State staff is not authorized to provide legal counsel or explain the steps necessary to successfully dissolve a corporation or to complete this form. **A corporation that has not admitted members entitled to vote on dissolution, has not commenced activities, and has no net assets may use form CD 520 to dissolve.** Articles of dissolution may also be drafted pursuant O.C.G.A. § [14-3-1401](#). The entire form must be completed and submitted along with the filing fee (\$20.00).

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| Article One | Name of the corporation | Provide the name of the corporation. |
| Article Two | Date of incorporation | Provide the original date of incorporation. |
| Article Three | Statement that the corporation has not admitted members who are otherwise entitled to vote on dissolution of the corporation. This form may not be used if the corporation has members who are entitled to vote on the dissolution of the corporation. | |
| Article Four | Articles must include statement that the corporation has no net assets. | |
| Article Five | Articles must include statement that the corporation has not commenced activities. | |
| Article Six | Articles must include statement that the corporation has no unpaid debts. | |
| Article Seven | Filer may choose only one of the proffered options indicating the method of authorization of dissolution. | |
| Signature | The articles of dissolution must be signed by either the chairman of the board of directors, an officer, a receiver or trustee if one has been appointed by a court. The signer must state the capacity in which he or she is signing. | |

The effective date of the dissolution is the date the articles are received by the Secretary of State. The completed form and filing fee (\$20.00 payable to **Secretary Of State**) should be mailed to **Corporations Division, 315 West Tower, #2 Martin Luther King, Jr. Drive, Atlanta, GA 30334.**